

Fight Poverty
with PASSION



VISTA Site Supervisor Training

December 15, 2010

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

Introductions and Housekeeping



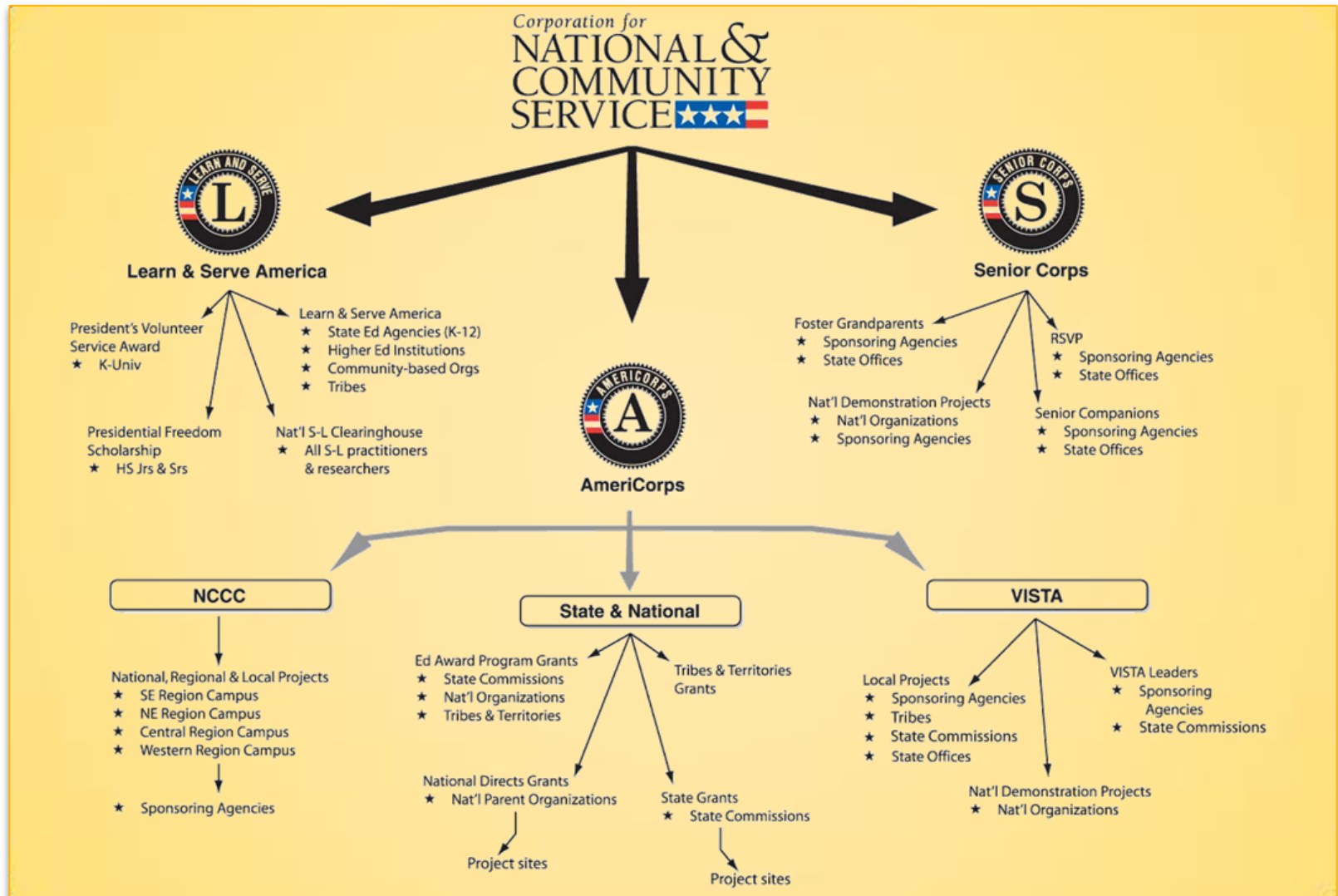
- Name
- Organization where VISTA will serve
- VISTA Project
- A brief description of what your VISTA member will be working on



Agenda

- Overview of National Service
- Civil Rights and Responsibilities
- VISTA Site Supervisor Responsibilities
- Terms, Conditions and Benefits
- Managing the VISTA
- End of Service
- Reporting
- Resources and Information

Overview of National Service



CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
Montana – June 2010

Learn and Serve
(Approximately 1,716 Students)

AmeriCorps
(Approximately 1,163 members)

National Senior Service Corps
(Approximately 5,900 volunteers)

K-12

- Office of Public Instruction

**Corporation for National and
Community Service**

Jackie Girard, State Program Director
208 North Montana Avenue, Suite 206
Helena, MT 59601-3837
(406) 449-5404
<http://www.nationalservice.gov/>

ServeMontana

Governor's Office of Community Service
Jan Lombardi, Executive Director
1301 Lockey, 3rd Floor
Helena, MT 59620
(406) 444-5547
<http://www.serve.mt.gov>

AmeriCorps*State

- ServeMontana, Governor's Office of Community Service
 - Energy Corps
 - Justice for Montanans
 - Literacy Support Corps
 - Montana Campus Corps
 - Montana Conservation Corps
 - Young Adult Service Corps

AmeriCorps*VISTA

- Billings Metro VISTA Project
- Communities in Action
- Montana Campus Compact
- Montana Legal Services Association
- Prevention Resource Center

RSVP

- Baker
- Billings
- Bozeman
- Butte
- Glendive
- Great Falls
- Hamilton
- Havre
- Helena
- Kalispell
- Miles City
- Missoula
- Roundup
- Sidney
- Wolf Point

Foster Grandparent Program

- Great Falls
- Helena
- Missoula
- Billings
- Polson

Senior Companion Program

- Helena
- Glendive
- Missoula

AmeriCorps*VISTA

- AmeriCorps VISTA is the national service program designed specifically to fight poverty.
- Authorized in 1964 and founded in 1965 as Volunteers in Service to America, the program was incorporated into the AmeriCorps network of programs in 1993.
- VISTA has been on the front lines in the fight against poverty in America for more than 44 years.



VISTA Mission and Objectives

Mission: to increase capacity of low-income people to improve the conditions of their own lives.

Objectives of the program:

- To generate the commitment of private sector resources.
- To encourage volunteer service at the local level.
- To support efforts by local agencies and community organizations to achieve long-term sustainability of projects.
- To strengthen local agencies and community organizations to carry out the objectives of this part.

AmeriCorps*VISTA

Anti-Poverty Focus – The goal of every project must be to help individuals and communities out of poverty, not simply make poverty more tolerable. The project should focus on long-term solutions rather than short-term services.

Capacity-Building – VISTAs are assigned to sponsors to expand the ability of organizations to fight poverty. Through activities such as fundraising, establishment of volunteer recruitment and management systems, community outreach, and partnership development, VISTAs help sponsors to achieve lasting solutions to poverty.

Community Empowerment – Organizations working with VISTA must ensure that the project engages residents of the low income community in planning, developing, and implementing the project. The project must be responsive and relevant to the lives of the community residents, and should tap into inherent community strengths.

Sustainable Solutions – Members help build the capacity of an organization as sponsoring organizations plan for the eventual phase-out of VISTA members and for the absorption of their functions by other facets of the organization or community. All VISTA projects should be developed with a goal of an eventual phase-out of the need for VISTA members and the ability of the project to continue without them.

Project Development Requirements

Priority Programming Areas

In fiscal year 2011, VISTA and the Corporation State Offices will give priority to new project development and the renewal of current projects that focus on three of the Social Impact Areas of the Serve America Act: **Economic Opportunity, Education and Healthy Futures**. In addition to the wide variety of programming that can fall under the Social Impact Areas listed below, VISTA will target new development supporting the Department of Education's Title I School Improvement Grants, the United States Interagency Council on Homelessness, and mayoral-led efforts to develop city-based partnerships implementing antipoverty programming, as appropriate.

Direct Service vs. Capacity Building

- **Direct Service: The act of providing services to the organization, identified recipients or clients of a program.**
- VISTA members may not provide direct service unless it is for a short period of time to familiarize them with the agency, activities or programs. This service must be relative to your VISTA project plan
- **Capacity Building: Tasks and activities to create, expand, or strengthen systems or processes in order to increase an organization's ability to function effectively and meet its mission.**
 - **These tasks and activities include the transfer of skills, products and relationships**
- Capacity building activities must be VISTA members' main focus and must pertain to their VISTA Assignment Description (VAD)

Montana Campus Compact

MTTC VISTA members serve to connect the resources of higher education with community needs in child literacy, hunger, housing and health. Working closely with faculty members, students and community members, MTCC VISTAs help communities develop long-term solutions to Montana's poverty problems.

- Cody Lillstrom, Project Supervisor
 - Brian Christianson, VISTA Leader
 - 29 VISTA Members
 - www.mtcompact.org



Montana Legal Services Association

Projects include expanding the resources available to domestic abuse victims, creating sustainable asset development strategies, and developing legal resources to assist MLSA in providing free civil legal assistance for low-income Montanans.

- Aubrey Laverty, VISTA Coordinator
 - Mike Ross, In-Coming VISTA Leader
 - 27 VISTA Members
 - www.mlsavista.org



Prevention Resource Center

Through a very successful and innovative approach, this project is working to reduce youth substance use and violence, school drop out rates, child abuse and teen pregnancy across the state.

- Abby Zent, Project Supervisor
 - Carson Warstler, VISTA Leader
 - 24 VISTA Members
 - www.prevention.mt.gov



Communities In Action

- Administered by the Richland County Health Department in Sidney Montana, CIA is building infrastructure in response to the modern day needs of frontier life through identifying, developing, implementing, sustaining, and evaluating health approaches to community development.
- Rebecca Hayes, Project Coordinator
 - Jay Witte, VISTA Leader
 - 5 VISTA Members
 - www.richland.org/health



Billings Metro VISTA Project

Administered by the City of Billings, VISTA members serve to reduce the risk of homelessness and create tools people in poverty need to build sustainable futures.



- Tammy Johnston, Project Coordinator
 - 4 VISTA Members
- <http://ci.billings.mt.us/index.asp?nid=144>

Questions?



Civil Rights and Responsibilities



AmeriCorps VISTA Member Obligations

- Members have the obligation to make sure that their actions do not subject anyone else to discrimination or harassment
- This obligation extends to:
 - Clients they serve
 - Colleagues, whether they are other AmeriCorps members, employees, or volunteers
 - Other participants & beneficiaries of the program

VISTA Members are protected from discrimination or harassment based on-

- Age
- Race
- Color
- Gender
- Religion
- Disability
- Reprisal
- Marital/Parental Status
- Sexual Orientation
- National Origin
- Political Affiliation
- Religious, Community, or Social Affiliations
- Military Service

AmeriCorps VISTA Member Rights

- Have the right not to be subjected to discrimination or harassment by the Corporation or any sponsoring agency
- If a member feels that their rights have been violated:
- They have 45 days from the date of the alleged discrimination event to contact:

The Office of Civil Rights and Inclusiveness

1201 New York Ave, NW

Suite 10800

Washington, DC 20525

(202) 606-7503 (Hotline)

(202) 606-3472 (TDD)

(202) 606-3465 (Fax)

eo@cns.gov

Questions?



VISTA Site Supervisor Responsibilities



Intermediary or Multi-site?

- Intermediary has different projects
- Multi-site has the same basic project but at many different sites
- Both fall under the Project/Sponsor Supervisor and both have Site Supervisors



Site Supervisor Requirements

- Provide workspace, needed equipment, and supplies
- Supervise VISTA members
- Keep signed time sheets/logs for VISTA members with leave balances
- Providing On Site VISTA orientation and training
- Create a VAD for the member prior to member attending PSO
- Introduce VISTA member to key players in the community that will help them with their service
- Provide performance updates to members

Site Supervisors Requirements—Cont.

- Submit required paperwork to the sponsor, including:
 - Applicant and Member paperwork throughout the service year as needed
 - Project Progress Reports (Contact sponsor for due dates)
 - VISTA Training Activities
 - Injury Reports (as needed)
 - Success Stories for Monthly Reports
- Ensure that members are working on capacity building activities and not direct service activities
- Support the VISTA for a successful year of service
- Be familiar with VISTA terms, conditions, and benefits and federal requirements.

Site Supervisors Requirements—Cont.

- Each site MUST have a signed MOU with the Project that describes the responsibilities of each party. This MOU should be updated each year the Site has a VISTA member. See the model MOU in your packet.
- Each site must abide by the terms and conditions of the Memorandum of Agreement between the Site and the VISTA Project. See a copy of the agreement in your packet.

Questions?



Terms, Conditions, and Benefits of Service



Employee vs. Member



- An AmeriCorps*VISTA member is not an employee of the sponsoring organization.
- An AmeriCorps*VISTA member is a federal resource on loan to a local organization.
- A member is also not an employee of the Corporation for National and Community Service or AmeriCorps*VISTA, except for very specific purposes (see "Unemployment Compensation" section in Chapter 14) outlined in the Domestic Volunteer Service Act of 1973.

Acceptable/Unacceptable Terms

- **Acceptable Terms**

- Member

- Position, Slot

- Service, Serves with

- Living Allowance

- **Unacceptable Terms**

- Employee, Worker

- Job

- Employment, Works for

- Wage, Salary, Pay

General Terms of Service

- Term of Service:
 - 12 months, 365 days, excluding PSO training.
 - Technically, serving 7 days a week, 24 hours a day. Member is expected to serve within the work hours of the sponsoring agency with some flexibility. If a member serves extra time in one week due to a heavy workload, it is expected that they will receive time off to compensate.
 - Can serve up to three terms as a member, leader or summer associate.
 - Member can receive a maximum of two Education Awards.

Entering Requirements

- Must be a US Citizen, National or Legal Resident
- Criminal Background Check:
 - VISTA requires a background check to ensure vulnerable community members with whom we work - children, individuals with disabilities, and those over 60 years old - are protected from abusive, predatory behavior.
 - Required for positions designed to work with vulnerable populations.
 - This will be done at Pre-Service Orientation (PSO).
 - VISTA Project Staff completes a national Sex Offender Registry Check on each applicant before accepting them.

Prohibitions



- **Full and Part-Time Employment is Prohibited**
 - AmeriCorps*VISTA service requires a full immersion in the project and community.
- **Educational Courses**
 - Full-time enrollment prohibited.
 - Part-time enrollment in school is permitted with approval from the Project Sponsor and as long as it doesn't interfere with the VISTA assignment.

Laws and Policies

- AmeriCorps*VISTAs are prohibited from providing religious instruction or proselytizing as part of their duties.
- AmeriCorps*VISTAs and project sponsors are prohibited from requesting or receiving any compensation for the services of members.
 - If an agency or member of the community would like to help a VISTA with housing, food, or other items, it must be done by paying for the rent or mortgage directly, or by purchasing needed items for the VISTA member. It cannot be done by giving cash to the VISTA. Gift cards are considered cash.



Additional Laws and Policies

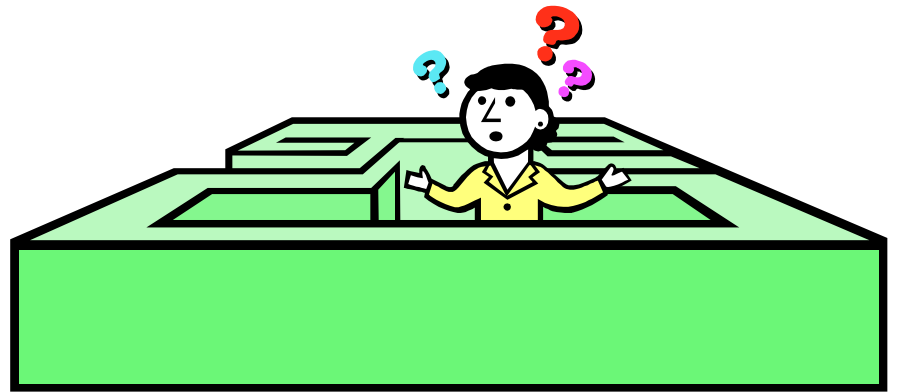


- AmeriCorps*VISTAs **may not participate in political campaigns or voter registration drives, provide transportation to the polls, lobby, engage in pro- or anti-labor organizing, or take any action with respect to partisan or nonpartisan political activity** while on duty or perceived to be on duty as an AmeriCorps member. **This falls under the Hatch Act.**
- The VISTA member handbook **contains a description of the Basic Laws and Federal Regulations.**

Pre-Service Orientation (PSO)

- Pre-Service Orientation (PSO) occurs just prior to the time a VISTA begins service. It is an orientation for candidates to the VISTA program—its mission, programming initiatives, conditions and benefits of service. Candidates also complete administrative in-processing and are introduced to key skill areas and effective practices.
- Before Service:
 - VISTA member must attend Pre-Service orientation (PSO) prior to the start of service
 - Will orient the members to VISTA service and provide them tools to use during their service
 - Roles/Responsibilities
 - Inspiration
 - Expectations
 - Getting Started

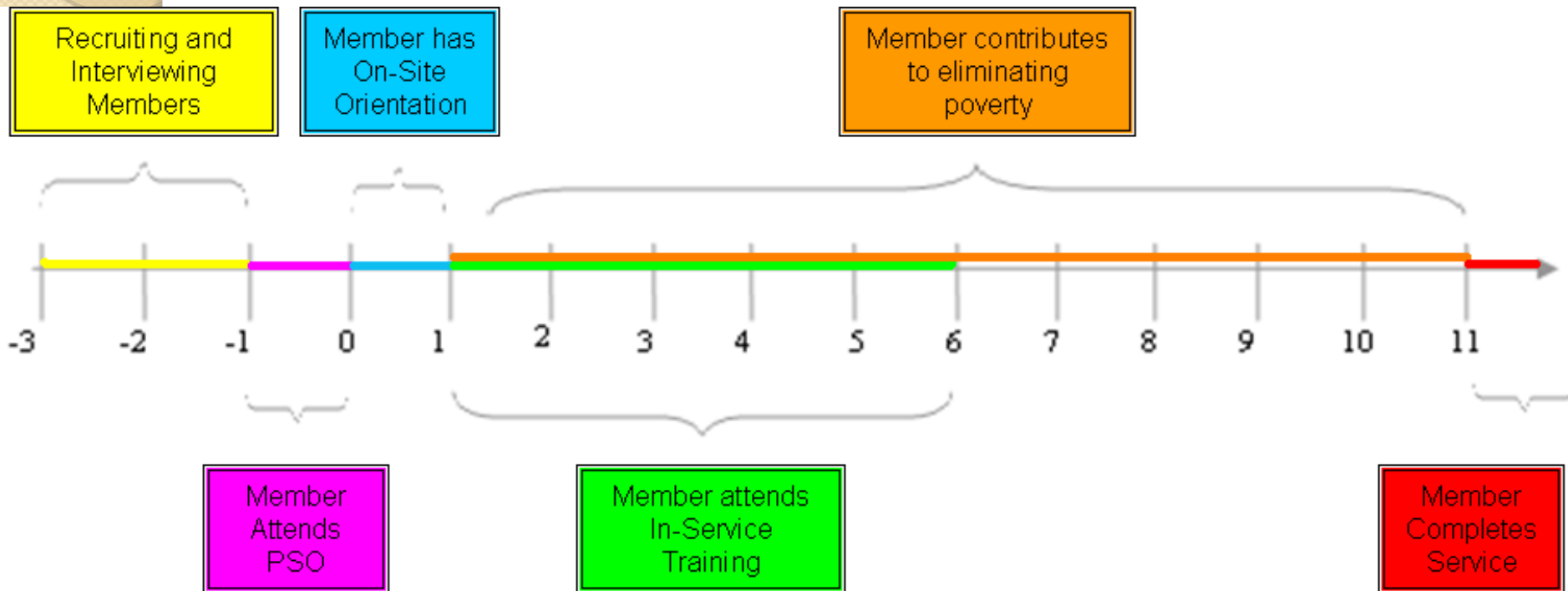
Questions?



Managing the VISTA

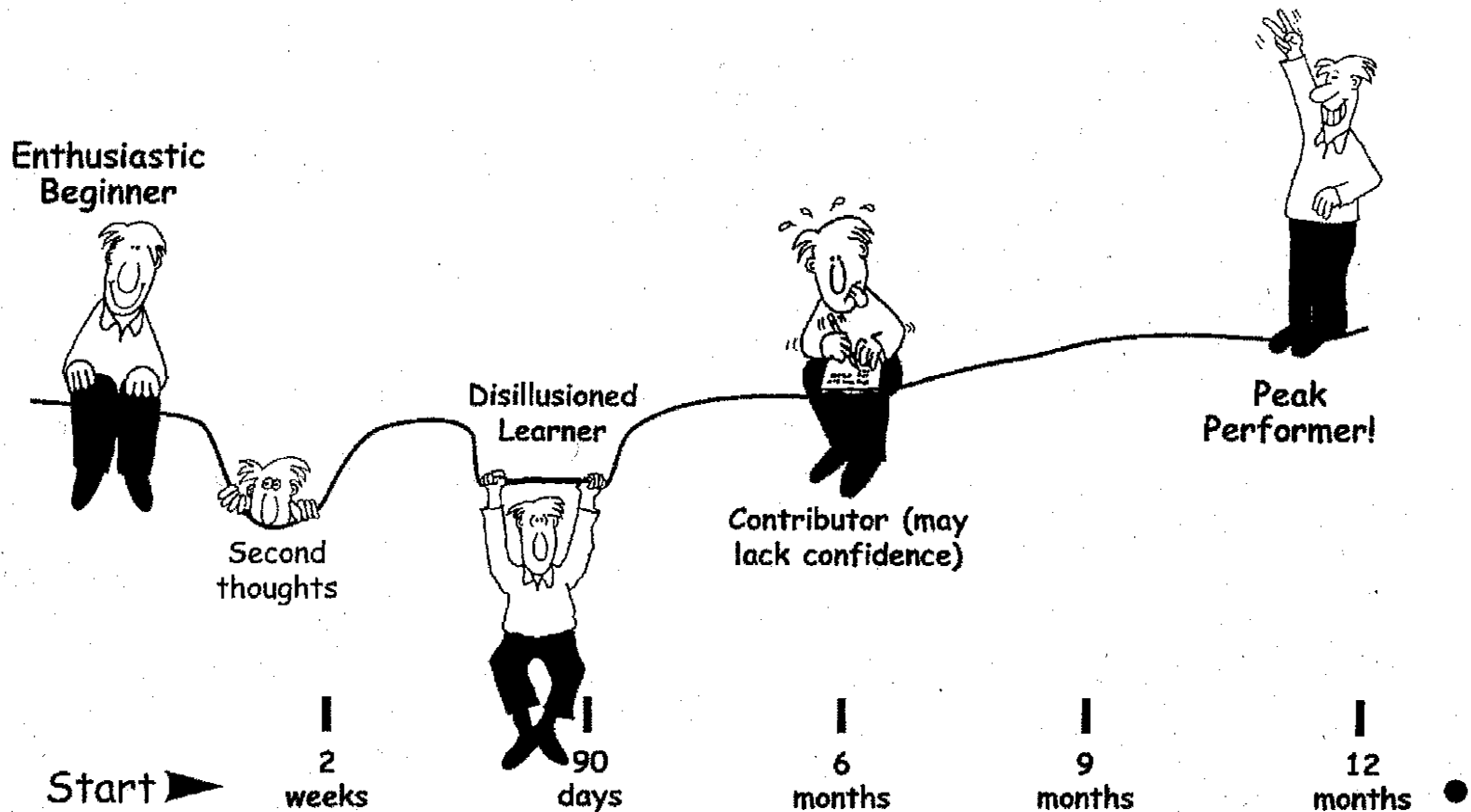


Member Service Year Timeline



Member Service Year Timeline


A Common VISTA Cycle of Service



Site Supervisor Timeline

Before VISTA Member Arrives (BVMA)

- VISTA Site Application (8 months BVMA)
- VISTA Member Assignment Description (VAD) (8 months BVMA)
- Member Recruitment (4 months BVMA)
- On-Site Orientation Plan (2 months BVMA)
- Site Supervisor Training (1 month BVMA)



How do you prepare for the
arrival of your new VISTA
Member?

**You prepare
to answer lots and lots
of questions!**

Answer the following questions??

- What community issue is your organization trying to resolve?
- What do you know about the issue and why is it important to make a change?
- What's been done so far and who has been doing it?
- When the issue is resolved, what will the result look like? How would you describe it? What will success look like?
- What changes must be made in order to achieve success in resolving this issue?

More Questions...

- What capacity must be built to assist in resolving the issue?
- What will this capacity allow your organization to do?
 - Increase/improve services to clients? What services will be added and/or how will they be improved?
 - Increase the number of clients served? By how many? Who will be served? (Veterans, children, children of incarcerated adults, at-risk seniors, Native Americans, new Americans, disabled citizens, etc.)



How will the Site support this effort?

- How is your organization currently supporting the process to resolve this issue?
- What is or will be your role in supporting the process to resolve this issue?
- What will be the VISTA member's role in supporting the process to resolve this issue?

The BIG Question

- How will resolving this issue move those being served out of poverty?

What's next?

- ☒ VISTA Site Application
- ☒ Member Recruitment
- ☒ Site Supervisor Training
- ☐ VISTA Member Assignment Description (VAD)
- ☐ On-Site Orientation and Training

What is the purpose of the VAD?

A VAD can make or break the VISTA Project.

- It charts a course of action for the member's service year.
- A clear understanding of the VAD helps avoid confusion over what's expected of your VISTA. Use it at the beginning of the term to see what the year ahead should look like. Go back to it every few months to develop short-term plans.
- If used right, the VAD provides direction for the member and allows supervisors to talk about what's working and what's not.

While developing the VAD – keep in mind...

- Be realistic; be careful not to overwhelm the member
- Include tasks that allow your member to conduct research on best practices and existing models
- Include tasks that develop systems for tracking data
 - Number of clients served and who are they? (children, at-risk seniors, Native Americans, Veterans, children of incarcerated adults, etc.)
 - Number of volunteers recruited to serve and who are they? (55+, Veterans, etc.)
 - Amount of dollars and in-kind donations generated.
 - Data for Milestones – number of successful capacity building efforts, strategic plans developed, programs evaluated, community assessments completed, etc.

Why Track Data and Information??

- It is Required.
- Allows CNCS to report measurable and meaningful outcomes to Congress.

Congress funds VISTA!

- Allows CNCS, VISTA Project Sponsors, Sites and Members to share measurable and meaningful outcomes with other stakeholders, funders, media, board of directors, and for members - potential employers.

Volunteer Assignment Descriptions (VADs)

- Based on the Goal(s) from the Project Plan submitted to CNCS by the Sponsor
- VADs should include capacity building activities and not direct service activities
- VADs should be updated each year, as new members come on or if change occurs and/or problems exist.
- The third year VAD should reflect the activities that need to be done to reach sustainability by the end of the third year.

VISTA Assignment Description (VAD)

SAMPLE

VISTA Project:
Aaron Community Services (ACS)

VISTA Member Name:
Sam Smith

Site Name:
Brownville

Assignment Area:
Fund Development

Date:
November 10, 2006

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p>Goal (from VISTA Project Plan):</p> <p><i>Goal 1: The ACS VISTA project will develop and implement systems for fund development and community volunteer recruitment and management in order to support and expand quality services to clients with developmental disabilities</i></p>	
<p>Activity 1: Work with Fund Development Director to establish a work group to advise and assist with the fundraising goals to support the job skill training program.</p> <p>Step 1: Research and invite key individuals from ACS (staff, volunteers) and partner agencies to participate in work group.</p> <p>Step 2: Conduct an initial meeting and at least one additional work group meeting to solicit input on strategies, timelines, tasks, roles and staff support.</p> <p>Step 3: Draft preliminary report for work group and present final Fund Development Plan to board for approval.</p>	Nov. 06-Jan. 07
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p>Activity 1 Completed (date):</p>
<p>Activity 2: Develop resources to support fundraising efforts with assistance of the work group</p> <p>Step 1: Develop Donor Contacts list. Identify possible foundation support.</p> <p>Step 2: Develop written materials (Donation solicitation letters, thank you letters, boiler-plate language for proposals, contact letters).</p> <p>Step 3: Work with another VISTA member to develop specifications for record keeping system (database) to track contacts and donations.</p> <p>Step 4: Develop materials for face-to-face meetings, presentations to foundations, etc.</p> <p>Step 5: Develop key fundraising event concepts and schedule.</p>	Feb.-June 07

Required Elements of a VAD Goal Statement

The VAD Goal Statement must answer the following questions:

- What is the community issue that the organization is trying to resolve and why?
- When the issue is resolved, what will the result look like? How would you describe it? What will success look like?
- What changes must be made in order to achieve success in resolving this issue?
- What capacity must be built to assist in resolving the issue? Must be stated specifically, i.e. amount of funds to be generated, number of volunteers to be recruited, etc.

Required Elements of a VAD Goal Statement (cont.)

- What will this capacity allow your organization to do?
 - Increase/improve services to clients? What services will be added and/or how will they be improved?
 - Increase the number of clients served? By how many? Who will be served? (Veterans, children, children of incarcerated adults, at-risk seniors, Native Americans, new Americans, disabled citizens, etc.)
- How will resolving this issue move those being served out of poverty?



What additional information should the member know about the VAD?

- How the generation of funds will assist in expanding services.
- How recruiting volunteers will assist in expanding services.
- How expanding services will assist clients.
- How expanding services will help to move clients out of poverty.

Sample VADs

- Blank VAD forms, and tips for creating a VAD can be found at:
- <http://www.nationalserviceresources.org/star/vista-vad-samples>

Does the perfect VAD exist?

Probably not.

- Site supervisors and members must be willing to adjust the VAD to the ever changing environment.

On-Site Orientation and Training (OSOT)

- VISTA Member Orientation to the site
 - 1st impressions are important!
- On-Site Orientation to VISTA, the project and the member.

On-Site Orientation and Training (OSOT)

- On-Site Orientation, conducted by the site supervisor and other staff
 - introduces the new VISTA member to the community, organization, project plan, and the member's work plan during the first few weeks on the project site (don't be afraid to have a little fun).
- Sub-site's responsibilities:
- To develop a OSOT plan and submit to the sponsor prior to the start of the VISTA member. After review, the sponsor will submit to state office staff.
- Sample OSOT plans are included in the supervisors manual.
- OSOT could last up to one month, possibly longer.
- Should include, but not be limited to:
 - VISTA Assignment Description (VAD)
 - Organizational Culture
 - Community Culture and Entry
 - Member-Supervisor Relationship and Communications
 - Project-specific Skills

In-Service Training (IST)

- In-Service Training takes place during the service year. It may be implemented by the sponsoring organization, Corporation State Office, intermediary organization, State Commission, or a partnership of any and all of the above.
- It is conducted at key points in a member's service, for example, early on, to develop knowledge and skills the member and supervisor identified as required in reviewing the work plan; later in service, should a development opportunity present itself; and late in service, as the member transitions out of his/her service year.
- Member development and training opportunities may be a course, a conference, or a professional development activity (such as a detail or shadowing a colleague) that meets the professional development needs of the member. Further, we stress the importance of supervisors mentoring and coaching members throughout their service.
- Initial IST training is required and should happen within 3 months of the start of VISTA service, but no later than 6 months.
- Should be based on the needs of the VISTA member so that they can perform the duties of their VAD
- Any IST training that happens after 6 months should be geared toward career development for the VISTA member
- Goals:
 - Overcoming Challenges
 - Renewing Inspiration/Commitment
 - Skill Development (Resource Mobilization, Volunteer Recruitment and Management, etc.)



VISTA Member In-Service Training Plan

The
Community Building Cycle
*is incorporated into every
Montana VISTA Project.*

Webinars to be announced

The Community Building Cycle



VISTA Leaders- Roles/Responsibilities

- **Leaders** are individuals who have successfully completed a full term of VISTA service.
- While Leaders do not directly supervise VISTA members, they can play a strategic role in **assisting** project supervisors with member **recruitment, retention, and support**.
- Leaders work to **expand and build the capacity of individual AmeriCorps*VISTA members** and their respective service sites.
- They set an example of leadership for AmeriCorps*VISTA members, **ensure positive relations, facilitate idea-sharing, and mediate issues** with the community, the project, supervisors, and AmeriCorps*VISTA members.
- Leaders also play a support role in **recruiting, mentoring, and coordinating** AmeriCorps*VISTA members.
- AmeriCorps*VISTA Leaders are **not permitted to perform administrative or supervisory functions** for their sponsoring organizations. Hence, they **do not supervise** other AmeriCorps*VISTA members, the sponsoring organization staff, or community volunteers.
- Leaders **provide support and coordination** for members to increase the project's impact.

The Site Supervisor should always call the Sponsor or State Office

When their VISTA member

- does not show up for service
- is hospitalized
- is arrested
- is not performing but you tried dealing with the performance challenges
- dies during service



A VISTA member should call the Sponsor or State Office Immediately

When:

- They feel they were discriminated against
- They had a family emergency and need to get to their home of record
- They were arrested
- They have a work related injury

Leave



- Personal and Medical Leave
 - 10 work days personal leave and 10 work days sick leave per service year. Additional 5 sick days with State Program Director (SPD) approval.
 - Leave must be approved by project supervisor.
- Emergency Leave
 - One week for death or critical illness in immediate family; additional time requires SPD approval.
 - Corporation will pay for round trip transportation.

You must maintain on file a signed time sheet/log for your VISTA member

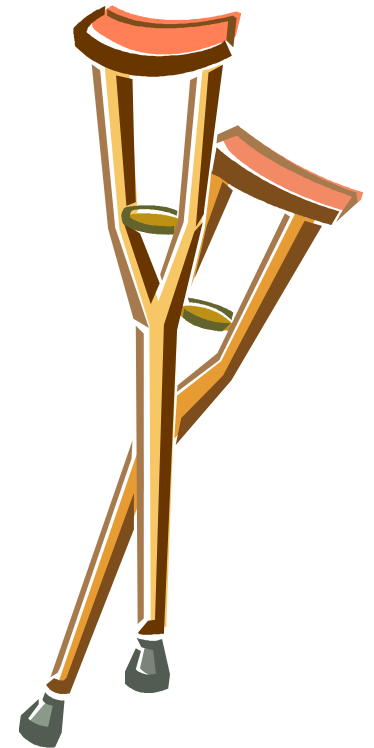
Health Benefits



- **Not health insurance. Not an insurance company.**
A plan with limited benefits funded by AmeriCorps, administered by Seven Corners.
- **Starts 1st day of PSO and ends at midnight of last day of service.**
- **Benefits defined in Member Health Care Guide (www.americorps.sevencorners.com.)**
- **Does not cover pre-existing conditions, those diagnosed or treated prior to PSO.**
- **Covers only the member– not spouse or children.**
- **Most prescription drugs are covered. (See Member Health Care Guide for exclusions.)**

Injury While Performing Service

- **Notify the state office and sponsoring agency immediately.**
- **Get the CA-1 (Notice of Traumatic Injury) or CA-2 (Notice of Occupational Disease or Illness) from the state office and fill it out.**
- **Return it to the state office.**
- **The VISTA can use their health plan for immediate care.**



Questions?



End of Service



End of Service

- The member will receive email notification from the VMSU approximately 90 days before the end of service date notifying them to complete the Future Plans Form online in the My AmeriCorps Portal.
 - Once the Member completes Section A, the form will go to the Sponsor to completed Section B.
 - Once the Sponsor has completed Section B (with input from the Site Supervisor) it goes back to the member and allows them to comment and submit.
 - After the member has submitted the Future Plans Form, it goes to the State Office Staff for final approval.
- *It is very important that the site supervisor makes sure that these forms are submitted to the state office 30 days prior to the end of service.

Termination



- **Only the Corporation State Office can terminate or suspend a VISTA. Supervisors can request that a VISTA be removed from their project for grounds listed in your Member Handbook.**
- **Requests for removal will be made in writing by you and your VISTA Project sponsor to the State Program Director. The State Program Director will contact the VISTA.**
- **Termination Appeal procedure is in Member Handbook. (Procedures for de-selection of trainees are also in Member Handbook.)**

<http://www.americorps.org/help/vistahandbook>

Be sure to keep your Sponsor and State Office informed if you are having problems or issues with your VISTA members' performance

Stipend



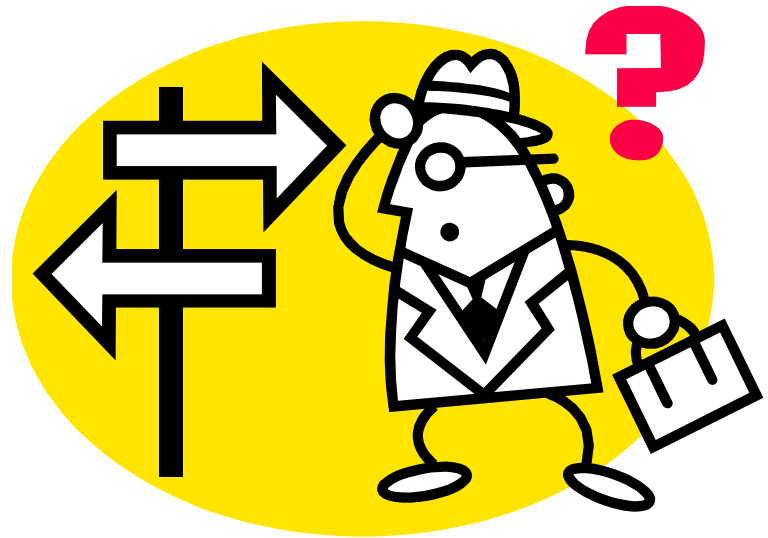
- **\$125 per each month served for a total of \$1,500.**
- **A portion is paid in the second to last living allowance payment and the balance is paid in the last payment.**
- **Generated automatically.**
- **Federal and FICA taxes deducted when paid out.**
- **Partial awards allowed only in exceptional cases, e.g., VISTA closes the project, critical illness of the member, etc.**



Education Award

- **\$5,350 voucher for twelve months of service.**
- **Can be used to repay most federal government-backed student loans and/or for future schooling at qualified institutions.**
- **Federal taxes are owed during the tax year(s) a payment is made from the Education Award account.**
- **Tax reported on a Form 1099 (like interest from a savings account.)**
- **Partial awards allowed only in exceptional cases, e.g., VISTA closes the project, critical illness of the member, etc.**

Questions?



Reporting



Big Picture

VISTA Project Sponsor

(the very abbreviated version)

- Submits project application to CNCS
 - Focus Areas
 - Project Plan – Milestones
 - Partnerships
- Submits Project Progress Report to CNCS
 - Reports specific Site progress
 - Accomplishments towards Goals
 - Progress toward Milestone Targets
 - Measurements/Data

Project Plan Milestones

- The number of **successful capacity building efforts that are a direct result of the implementation of the Community Strategic Plan.**
- Number of **additional individuals/clients** served through sites. Number of **new/improved services** provided to individuals/clients Number of **Community Volunteers** recruited and trained
- Amount of **Financial Resources** generated
- Number of **Community Assessments** completed
- Number of **Community Groups/Boards** that will be developed/supported
- Number of **Community Strategic Plans** created

VISTA Site Progress Reports

- Prepared by the Project Supervisor, Site Supervisor and VISTA Member



Site Reporting Responsibilities (the abbreviated version)

- Measure, Verify and Document Information and Data
- Track accomplishments on VAD
- Provide **Summary Statement** for members ending service
- Provide Project Sponsor requested information



Reporting Requirements

Project Summary Statement

The summary is for the entire year (this is not a list of what was done during the quarter). It must include:

- The member's name, site and focus area.
- The overall goal of the project (from the VAD).
- The work accomplished through the VISTA project/member's efforts - it must be clear and concise.
- The capacity that was built and how it will be sustained.

Reporting Requirements

Project Summary Statement

- Whether or not the project was successful in reaching the goal(s) and a statement of measure, i.e. if the goal was to increase the number of clients, then include the change in number of clients served; or if the goal was to increase grant funding – state the amount generated.
- Clients that were served, i.e. disadvantaged children and youth, Veterans, etc.
- Overall, a summary of how their work supports the overall goal and how this work will help to alleviate poverty (This is really the objective of the members work and should have already been communicated to them in the VAD and at the beginning of their term).

This is important to the members, sites and to us - it is their statement of accomplishment for an entire year of work and effort, of sacrifice.

Using the VAD for Reporting

- For the project progress report, the dates of when the assignment activities have been completed should be entered in the correct column on the VAD, and then submitted to the sponsor.
- This should be done by the supervisor at the site and the VISTA as a collaborative effort so that the VISTA and the supervisor are both aware of the progress being made in the VAD.

VISTA Assignment Description (VAD)

SAMPLE

VISTA Project:
Aaron Community Services (ACS)

VISTA Member Name:
Sam Smith

Site Name:
Brownville

Assignment Area:
Fund Development

Date:
November 10, 2006

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p>Goal (from VISTA Project Plan):</p> <p><i>Goal 1: The ACS VISTA project will develop and implement systems for fund development and community volunteer recruitment and management in order to support and expand quality services to clients with developmental disabilities</i></p>	
<p>Activity 1: Work with Fund Development Director to establish a work group to advise and assist with the fundraising goals to support the job skill training program.</p> <p>Step 1: Research and invite key individuals from ACS (staff, volunteers) and partner agencies to participate in work group.</p> <p>Step 2: Conduct an initial meeting and at least one additional work group meeting to solicit input on strategies, timelines, tasks, roles and staff support.</p> <p>Step 3: Draft preliminary report for work group and present final Fund Development Plan to board for approval.</p>	Nov. 06-Jan. 07
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p>Activity 1 Completed (date):</p>
<p>Activity 2: Develop resources to support fundraising efforts with assistance of the work group</p> <p>Step 1: Develop Donor Contacts list. Identify possible foundation support.</p> <p>Step 2: Develop written materials (Donation solicitation letters, thank you letters, boiler-plate language for proposals, contact letters).</p> <p>Step 3: Work with another VISTA member to develop specifications for record keeping system (database) to track contacts and donations.</p> <p>Step 4: Develop materials for face-to-face meetings, presentations to foundations, etc.</p> <p>Step 5: Develop key fundraising event concepts and schedule.</p>	Feb.-June 07

Questions?



Resources and Information



VISTA Campus

- <http://vistacampus.org/>
- New site created by AmeriCorps VISTA
- Has information for VISTA members, Alumni, Supervisors, and State Office Staff
- More will be added to the site in future months
- A “One Stop Shop” for all things VISTA

VISTA Resource Links

- VISTA handbook
 - <http://www.americorps.org/help/vistahandbook/chapter1.html>
- The Resource Center
 - <http://nationalserviceresources.org/>
- Terms, Conditions and Benefits Tutorial
 - www.VISTATCB.net

National Service Websites

- www.nationalservice.gov
- www.americorps.gov
- <http://vistacampus.org>

Days of Service

- MLK Day (January)
- AmeriCorps Week (May)
- National Day of Service and Remembrance (9/11)



Members are encouraged to participate in days of service in their community, or assist other community groups in organizing events for these service days.

Key Contacts/Resources for Benefits

- **Phone Numbers:**
- **VISTA Member Support Unit**
 - 866-473-5733
- **National Service Trust**
 - 888-504-5962
- **Seven Corners & Member Health Care Guide**
 - 866-699-4186
- **Online Resources:**
- **Internal Revenue Service:**
www.irs.gov
- **AmeriCorps*VISTA Member Handbook:** <http://vistacampus.org/>
- www.americorps.gov/VISTA





Additional Questions or
concerns?

